



## City of Eureka – Recreation Division

# New Community Class Proposal Application

The City of Eureka's Recreation Division is looking for quality instructors to enhance the variety of classes and workshops offered throughout the year at various facilities. The recreation staff will work with you to make the experience of teaching in the City of Eureka enjoyable and rewarding.

**Please complete this class proposal and application and return it to:**

City of Eureka – Recreation Division ♦ 1011 Waterfront Drive ♦ Eureka, CA 95501

*\*\*Once your application has been reviewed, you may be asked to appear for an interview.\*\**

### Instructor Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

If a program is offered through the Recreation Division, we may supply participants with your phone number, website or email if they have specific questions about the class.

Please initial the appropriate box:

☐ Do not release any of my information to participants.

☐ Release only the following information to participants:

☐ Home phone

☐ Cell phone

☐ E-mail

☐ Website

☐ Address

### Insurance Information

Would you prefer to: ☐ provide your own insurance ☐ purchase thru the City of Eureka

\*Purchasing insurance thru the City of Eureka will affect your % of class revenue

### Class Information

Class Title: \_\_\_\_\_

Learning Outcomes: What will the participant learn? What are the benefits of taking this class?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Detailed class description (This will be used to develop a write up for the Recreation Activity Guide and may be edited for space allotted. If you need more space please attach a separate sheet.):

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Class Goals and/or Objectives: \_\_\_\_\_

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Have you taught this class before? YES \_\_\_\_\_ or NO \_\_\_\_\_

Location of Class (you may choose more than one):  
*\*Final Class schedules and location are subject to availability of City facilities.\**

Facilities:

- ☐ Adorni Center (1011 Waterfront Drive):
  - ☐ Conference Room    ☐ Exercise Room    ☐ Gym    ☐ Kitchen
- ☐ Municipal Auditorium (1120 F Street)
- ☐ John Ryan Youth Center (1653 J Street):
  - ☐ Main room    ☐ Kitchen    ☐ Art Studio

Parks:

- ☐ 20/30 (2605 Pine Street): ☐ Ball Field
- ☐ Carson Park (Carson & H Streets):
  - ☐ Group Picnic Area    ☐ North Ball Field    ☐ South Ball Field
- ☐ Cooper Gulch (10<sup>th</sup> & R Streets):
  - ☐ North Ball Field    ☐ South Ball Field
- ☐ Halvorsen Park (1201 Waterfront Drive)
- ☐ Hammond Park (14<sup>th</sup> & E Streets):
  - ☐ Ball Field    ☐ Tennis Courts (2)
- ☐ Hartman Ball Field (3555 W Street)

- ☐ Highland Park (Highland & Glen Streets): ☐ Tennis Courts (4)  
☐ Kennedy Ball Field (3550 Dolbeer Street)  
☐ Sacco Amphitheater (1101 Waterfront Drive)  
☐ Sequoia Park (3550 W Street):  
☐ Group Picnic Area ☐ Gazebo ☐ Field ☐ Turf & Trails

Day(s) of the week: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

Class Times: Begin at \_\_\_\_\_ am/pm End at \_\_\_\_\_ am/pm

Set-up time required: \_\_\_\_\_ Clean-up time required: \_\_\_\_\_

Session Length (# of weeks): \_\_\_\_\_ # of Sessions Offered: \_\_\_\_\_

Season offered: ☐ Winter (January 1 – March 31) ☐ Spring (April 1 – June 30)  
☐ Summer (July 1 – September 30) ☐ Fall (October 1 – December 18)

Age group(s) you are interested in teaching (you may choose more than one):

☐ Infant ☐ Pre-school ☐ Youth ☐ Teen ☐ Adult ☐ Senior Adult

Preferred Class Size (Subject to change): Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

\*Minimum will be based on insurance costs

Suggested Class Fee per participant: \_\_\_\_\_ Lab/Supply Fee: \_\_\_\_\_

Please list any supplies or materials students need to bring or wear to class:

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At what other locations have you, are you and/or will you be offering this proposed class?

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Do you currently have participants interested in this program? YES \_\_\_\_\_ or NO \_\_\_\_\_

If YES, how many? \_\_\_\_\_

Are there any additional comments or information about your class that you would like to add?

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## **Instructor Information**

Please describe your skills, experience, certifications, degrees, etc. that qualify you to teach this type of class. Attached resumes are welcome in addition to copies of any certifications.

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## **Work Experience/References (pertaining to class):**

Please list three references that we can contact regarding your experience:

1.	Phone:	Business/Personal
2.	Phone:	Business/Personal
3.	Phone:	Business/Personal

Have you ever been convicted of an offense? **Answer by writing "Yes" or "No"** \_\_\_\_\_

Please do not include traffic citations, arrests that did not result in convictions, any offenses which resulted in referral to or participation in any pretrial or post trial diversion programs, convictions which have been expunged under Penal Code section 1203.4, or convictions for violations of Healthy & Safety Code section 11357 (b) or (c), section 11360 (c), 11364, 11365, 11550 (pertaining to certain marijuana offenses) which occurred more than two years before the date of this application.

If YES, please explain fully on a separate sheet. Each case is considered individually. A conviction will not necessarily preclude you from contract employment; however failure to disclose felony or misdemeanor convictions can disqualify you. You must disclose a felony (not misdemeanor) conviction that has been judicially dismissed pursuant to Penal Code section 1203.4. Contractors are fingerprinted and responses verified with the State of California Department of Justice.

The City of Eureka will not deny a contract to any proposer solely because the person has been convicted of a crime. The City, however, may consider the nature, date and circumstance of the offense as well as whether the offense is relevant to the proposal.

**I hereby certify that all information provided is accurate and complete.**

**X Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_